

## **DP Trip Report Guidance**

**Received from Jim Baldree on October 27,2003**

### **Effective Immediately**

Part 2 trip reports are no longer required to be submitted to Headquarters program offices unless specifically requested by the approving or other Headquarters program official.

We have reviewed the programmatic necessity of these reports and have found that they do not provide sufficient additional value to our programs. However, traveler's who believe that submission of a trip report would provide valuable insight to the programmatic mission are welcome to do so.

Please remember, though, that submission of a part 1 trip report in FTMS is still required in order to close out the trip.